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Document Coversheet

Document Description: N68936-02-D-0027 Contract Attachments (CDRLs)

☐

This document has been released in its entirety.

☐

Portions of this document have been excised pursuant to the Freedom of Information Act. The applicable portion(s) excised and the exemption(s) applied are below indicated.

☐

Exemption (b)(1) Information excised is properly and currently classified in the interest of national defense or foreign policy

☐

Exemption (b)(2) Information excised is related solely to the internal rules and practices of the Agency.

☐

Exemption (b)(3) Information excised is specifically exempt from disclosure by an Executive Order or Statute. Specifically:

☐

Exemption (b)(4) Information excised is commercial or financial information received from outside the Government and is likely to cause substantial harm to the competitive position of the source providing the information.

☐

Exemption (b)(5) Information excised is internal advice, recommendations, or subjective evaluations pertaining to the decision-making process of the Agency.

☐

Exemption (b)(6) Information excised is certain individual names and personal identifiers and is excised for heightened interest in the personal privacy of Department of Defense personnel that is concurrent with the increased security awareness demands.

☐

Exemption (b) (7) Information excised is investigatory records or information compiled for law enforcement purposes

☐

Exemption (b)(8) Information excised is records for the use of any agency responsible for the regulation or supervision of financial institutions

☐

Exemption (6)(9) Information excised is records containing geological and geophysical information (including maps) concerning wells.

Please direct inquiries regarding this document to:

Naval Air Warfare Center Weapons Division
Code K00000D (FOIA)
1 Administration Circle Stop 1009
China Lake, CA 93555-6100.

CONTRACT DATA REQUIREMENTS LIST

(1 Data Item)

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of collection of information, including suggestions for reducing the burden to Washington Headquarters Service, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Send completed Form to the

A. CONTRACT LINE ITEM NO.		B. CONTRACT NO.		C. CATEGORY	
A		TDP		TM OTHER MGMT	
D. SYSTEM / ITEM		E. CONTRACT / PR NO.		F. CONTRACTOR	
STARS					
1. DATA ITEM NO.	2. TITLE OF DATA ITEM			3. SUBTITLE	
A001	CONTRACTOR'S PROGRESS, STATUS AND MANAGEMENT REPORT			Level of Effort, Progress & Status Report	
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE	
DI-MGMT-80227		SOW para. 3.11.1.1		NAWCWD 721000D	
7. DD 250 REQ	8. DIST STATEMENT REQUIRED	9. FREQUENCY	10. DATE OF FIRST SUBMISSION	14. DISTRIBUTION	
LT	See Blk 16	BI-WE	See Blk 16		
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION		
A		See Blk 16	See Blk 16		
16. REMARKS					
Blk 4: Tailor DID as follows: Delete items g, h, and i from paragraph 10.3 of the DID. Other formats may be used subject to NAWCWD approval, provided all other information required by the DID is included. Submit at the task order level					
Blk 9: Distribution Statement B. Distribution authorized to US Government agencies only: Proprietary Information; 30 Aug 95. Other requests for this document shall be referred to NAWCWD, Code 721000D, China Lake, CA 93555-6100.					
Blk 11: Data shall be current to the end of the bi-weekly (or twice-a-month) period being reported.					
Blk 12: To be made available no later than 5 working days following the first bi-weekly (or twice-a-month) period.					
Blk 13: To be made available no later than 5 working days following the end of each bi-weekly (or twice-a-month) period.					
Blk 14: Data shall be made available to the Government via access to password-protected internet web pages on the Contractor's web site. The Contractor shall maintain and make similarly available historical past reports submitted by the Contractor. NAWCWD Codes 210000D and 721000D shall be advised of report availability via e-mail message.					
15. TOTAL				0 1 0	
G. PREPARED BY		H. DATE		I. APPROVED BY	
NAWCWD, CODE 721000D CHINA LAKE, CA 93555-6001		10 Jan 2002		CHAIRPERSON, DRRB	
				J. DATE	
				10 Jan 2002	

17. Price Group

18. Estimated
Total Price

DATA ITEM DESCRIPTION		Form Approved OAS No. 0706-0182 Exp. Date: Jun 30, 1986	
1. TITLE Contractor's Progress, Status and Management Report		2. IDENTIFICATION NUMBER DI-MGMT-80227	
3. DESCRIPTION/PURPOSE 3.1 The Contractor's Progress, Status and Management Report indicates the progress of work and the status of the program and of the assigned tasks, reports costs, and informs of existing or potential problem areas.			
4. APPROVAL DATE (YYMMDD) 860905	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) N/SPAWAR	6a. DTIC REQUIRED	6b. GIDEP REQUIRED
7. APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement for this data included in the contract. 7.2 This DID may be applied in any contract and during any program phase. 7.3 This DID supersedes DI-A-2090A, DI-A-3025A, UDI-A-22050B, UDI-A-22052A, UDI-A-23960, DI-A-30024, and DI-A-30606. (cont. on page 2)			
8. APPROVAL LIMITATION	9a. APPLICABLE FORMS	9b. AMSC NUMBER N3947	
10. PREPARATION INSTRUCTIONS 10.1 <u>Contract</u> - This data item is generated by the contract which contains a specific and discrete work task to develop this data product. 10.2 <u>Format</u> - This report shall be typewritten on standard size (e.g. 8 1/2" by 11") white paper, and securely stapled. Pages shall be sequentially numbered. All attachments shall be identified and referenced in the text of the report. The report shall be prepared in the contractor's format and shall be legible and suitable for reproduction. 10.3 <u>Content</u> - The report shall include: a. A front cover sheet which includes the contractor's name and address, the contract number, the nomenclature of the system or program, the date of the report, the period covered by the report, the title of the report, either the serial number of the report or the Contract Data Requirements List (CDRL) sequence number, the security classification, and the name of the issuing Government activity; b. Description of the progress made against milestones during the reporting period; c. Results, positive or negative, obtained related to previously-identified problem areas, with conclusions and recommendations; d. Any significant changes to the contractor's organization or method of operation, to the project management network, or to the milestone chart; e. Problem areas affecting technical or scheduling elements, with background and any recommendations for solutions beyond the scope of the contract; f. Problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract; g. Cost curves showing actual and projected conditions throughout the contract; h. Any cost incurred for the reporting period and total contractual expenditures as of reporting date; i. Person-hours expended for the reporting period and cumulatively for the contract; j. Any trips and significant results; (cont. on page 2)			

7. APPLICATION/INTERRELATIONSHIP (Cont'd)

- 7.4** Paragraphs 10.3.f, 10.3.g, and 10.3.h herein should be tailored on DD Form 1423 when such cost data is already submitted through a sophisticated cost reporting system under the contract.
-

10. PREPARATION INSTRUCTIONS (Cont'd)

- k.** Record of all significant telephone calls and any commitments made by telephone;
- l.** Summary of Engineering Change Proposal (ECP) status, including identification of proposed ECPs, approved ECPs, and implemented ECPs;
- m.** Contract schedule status;
- n.** Plans for activities during the following reporting period;
- o.** Name and telephone number of preparer of the report;
- p.** Appendixes for any necessary tables, references, photographs, illustrations, and charts.

CONTRACT DATA REQUIREMENTS LIST

(1 Data Item)

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of collection of information, including suggestions for reducing the burden to Washington Headquarters Service, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Send completed Form to the

Contracting Officer, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.

A. CONTRACT LINE ITEM NO. B. FUNDING NUMBERS C. CATEGORY

D. SYSTEM /ITEM E. CONTRACT/PR NO. F. CONTRACTOR

1. DATA ITEM NO. 2. TITLE OF DATA ITEM 3. SUBTITLE

A002 FUNDS AND LABOR HOUR EXPENDITURE REPORT Funds And Labor Hour Expenditure Report

4. AUTHORITY (Data Acquisition Document No.) 5. CONTRACT REFERENCE 6. REQUIRING OFFICE

DI-FNCL-81537 SOW para. 3.11.1.2 NAWCWD 721000D

7. DD 250 REQ 8. DIST STATEMENT REQUIRED 9. FREQUENCY 10. DATE OF FIRST SUBMISSION

LT See Blk 16 MTHLY See Blk 16

11. AS OF DATE 12. DATE OF SUBSEQUENT SUBMISSION

See Blk 16 See Blk 16

14. DISTRIBUTION

a. ADDRESSEE b. COPIES

See Blk 16 Draft Reg Repro

0 1 0

15. TOTAL

0 1 0

G. PREPARED BY H. DATE I. APPROVED BY J. DATE

NAWCWD, CODE 721000D 10 Jan 2002 CHAIRPERSON, DRRB 10 Jan 2002

CHINA LAKE, CA 93555-6001

DD Form 1423-1 APR 89

Previous editions are obsolete

PAGE 2 OF 12 PAGES

17. Price Group

18. Estimated
Total Price

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

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1. TITLE

FUNDS & LABOR HOUR EXPENDITURE REPORT

2. IDENTIFICATION NUMBER

DI-FNCL-81537

3. DESCRIPTION/PURPOSE

3.1 This report provides Government visibility into contractor direct and indirect expenditures under Research & Development and Services contracts. It tracks both planned and actual expenditures and labor hours against baseline values, and provides estimates at completion.

4. APPROVAL DATE
(YYMMDD)
970313

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)
BMDO/POC

6a. DTIC APPLICABLE

6b. GIDEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP

7.1 This DID contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 This DID is applicable to time and material, research and development and other contracts where use of Cost Performance Reporting (CPR) or Cost/Schedule Status Reporting (C/SSR) is not appropriate and as an alternative to DI-FNCL-80331, Funds and Man-Hour Expenditure Report. It is not applicable to fixed-price contracts. It is acquired on a periodic (normally monthly) basis.

7.3 It is not intended that all the requirements contained herein should be applied to every contract or program phase. Portions of this DID are subject to deletion tailoring depending on the management requirements of the solicitation/contract in which it is applied.

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AMSC NUMBER
D7248

10. PREPARATION INSTRUCTIONS

10.1 General. The Funds & Labor Hour Expenditure Report shall contain the following data:

a. A tabular listing of contract baseline values, along with actual labor hours and expenditures inclusive of the reporting period compared to the latest negotiated change, including estimate at completion.

b. A graphical plot of actual expenditures versus planned dollars projected to completion along with a plot of current funding.

c. A graphical plot of actual labor hours versus planned labor hours projected to completion.

10.2 Scope. Data identified under 10.1 shall be provided for the following reporting units, to the extent applicable to the contract:

a. Total contract.

b. Period Of Performance (POP), base period and options.

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Block 7, Application/Interrelationship (Continued)

7.4 This DID is related to DI-MGMT-80507A, Project Planning Chart (other than fixed price contracts), DI-FNCL-80003, Man-hours Expenditure Chart, and DI-FNCL-80331, Funds and Man-hour Expenditure Report.

Block 10, Preparation Instructions (Continued)

10.2 Scope. (Continued)

- c. Contract Line Item Numbers (CLINs) associated with applicable POP.
- d. Task Orders/ Delivery Orders (TOs/DOs) associated with applicable CLINs.

10.3 Format and Content. Each detailed report shall contain the following:

10.3.1 Monthly Funds & Labor Hour Expenditure Report. This chart shall contain the following data elements (see Figure 1):

a. The table heading on the left side shall include contract number, latest executed modifications, contract type (cost and fee arrangements, CPFF, CPAF, etc.), report description (Contract Summary, Option 1, CLIN, etc.). The table heading on the right side shall include preparation date, reporting period, POP, and funding.

b. The elements shall contain a breakdown by the following categories: Direct Labor Hours, Total Labor (Unburdened \$), Other Direct Costs (ODCs)(\$), Total Indirect Costs (\$), Overall Cost (\$), and Fee (\$)

Line 1, Direct Labor, shall identify direct labor hours (as awarded or later modified) for both Prime Contractor and Subcontractor:

- For Level of Effort (LOE) type contracts, by the labor categories negotiated in the contract.
- For completion type contracts, by total labor hours.

Line 2, Total Labor (unburdened), shall provide a subtotal of Direct (unburdened) Labor Dollars for the Prime Contractor.

Line 3, Other Direct Costs, shall identify ODCs for the prime contractor:

- For LOE type contracts, by facilities (rent, equipment, etc.), travel (including subsistence and other allowable costs related to travel) and any minor categories listed in "other," and resulting total ODCs.
- For completion type contracts, by total ODCs.

Line 4, Total Indirect Costs, shall identify the Prime Contractor's Total Indirect Cost amount.

Line 5, Overall Cost, shall provide Overall Cost for the Prime Contractor and Subcontractors.

(Continued on Page 3)

Block 10, Preparation Instructions (Continued)

10.3.1 Monthly Funds & Labor Hour Expenditure Report. (Continued)

Line 6, Fee, shall provide the Fee amount for the Prime Contractor. Cost Plus Fee amount shall be identified.

Open/Outstanding Commitments (the estimated dollar obligations, excluding accrued expenditures, to vendors or subcontractors including any termination liability) shall be identified, and amount plus commitments shall be provided.

c. Column "A" shall be labeled Current Contract Baseline. This column shall contain a total summary of the latest negotiated contract up to and including the fully executed modification identified in the table heading. Column "A1" shall contain all data for the Prime Contractor. Column "A2" shall contain all data for the Subcontractors. Column "A3" shall contain the combined total data for both the Prime Contractor and the Subcontractors.

d. Column "B" is applicable only to contracts with a requirement for task/delivery orders and shall be labeled Task/Delivery Order Authorized. This column shall contain a total summary of the latest authorized task/delivery orders.

e. Column "C" shall be labeled Reporting Period Expenditures. This column shall contain a total summary of expenditure data for the current reporting period. Expenditures are recorded costs as defined within FAR Clause 52.215-7, Allowable Cost and Payment, plus the estimated fee earned. Such costs include: (1) actual payments for services or items purchased directly for the contract, and (2) costs incurred, but not necessarily paid, for direct labor, direct travel, other direct costs, and allocated indirect costs.

f. Column "D" shall be labeled Cumulative Expenditures to Date. This column shall contain a total summary of expenditure data from inception through the current reporting period. Expenditures are recorded costs as defined within FAR Clause 52.215-7, Allowable Cost and Payment, plus the estimated fee earned. Such costs include: (1) actual payments for services or items purchased directly for the contract, and (2) costs incurred, but not necessarily paid, for direct labor, direct travel, other direct costs, and allocated indirect costs. Cumulative expenditures that result in a variance of ± 10 percent of the Cumulative Planned in both of the graphs shall be explained in the "Remarks" section.

g. Column "E" shall be labeled Estimate at Completion. This column shall contain an estimate of the final total cost at completion of the work effort. Estimates that vary from section 10.3.1..c, Current Contract Baseline, by ± 10 percent shall be explained in the "Remarks" section.

10.3.2 Funds Expenditure Graph. A funds expenditure graph shall be included. The graph shall portray, on a monthly basis, the planned versus actual dollar expenditures (including fee, except for CPAF contracts) along with funding for the applicable report. The graph shall include a corresponding table of figures, specifying period and cumulative data for planned and actual expenditures, and funding (see Figure 2).

10.3.3 Hours Expenditure Graph. A labor hour graph shall be included. The graph shall portray, on a monthly basis, the planned versus actual total labor hours for the applicable work. The graph shall include a corresponding table of figures specifying period and cumulative data for planned and actual labor hours (see Figure 3).

PROPRIETARY INFORMATION*

CONTRACT NO. CONTRACT TYPE: REPORT DESCRIPTION:	THRU MOD:	MONTHLY FUNDS & LABOR RATE EXPENDITURE REPORT										PREPARATION DATE:		
		REPORTING PERIOD FROM:										THRU		
		PERIOD OF PERFORMANCE:										THRU		
		FUNDING:												
A		B			C			D			E			
CURRENT CONTRACT BASELINE		TASK/DELIVERY ORDER AUTHORIZED (IF APPLICABLE)			REPORTING PERIOD EXPENDITURES			CUMULATIVE EXPENDITURES TO DATE			ESTIMATE AT COMPLETION			
A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3	E1	E2	E3
PRIME	SUBS	TTL	PRIME	SUBS	TTL	PRIME	SUBS	TTL	PRIME	SUBS	TTL	PRIME	SUBS	TTL
1. DIRECT LABOR (HRS)														
PROGRAM MANAGER														
PRINCIPAL ENGINEER														
SENIOR ENGINEER														
SENIOR ANALYST														
ENGINEER														
ANALYST														
ASSOCIATE ENGINEER														
ASSOCIATE ANALYST														
ADMINISTRATIVE														
OTHER														
TOTAL LABOR (HOURS)														
2. TOTAL LABOR														

FIGURE 1. Monthly funds & labor hour expenditure report.

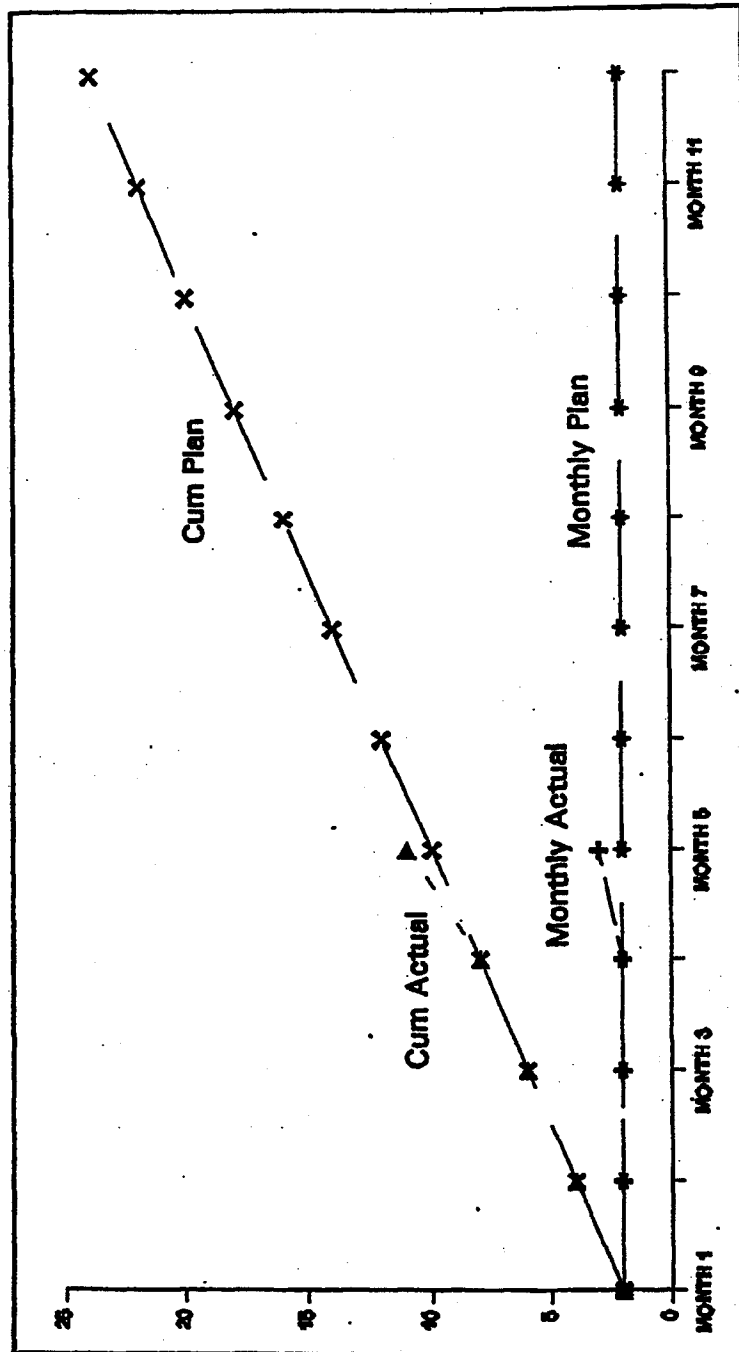
	A				B				C				D				E			
	CURRENT CONTRACT BASELINE				TASK/DELIVERY ORDER AUTHORIZED (IF APPLICABLE)				REPORTING PERIOD EXPENDITURES				CUMULATIVE EXPENDITURES TO DATE				ESTIMATE AT COMPLETION			
	A1	A2	A3	TTL	B1	B2	B3	TTL	C1	C2	C3	TTL	D1	D2	D3	TTL	E1	E2	E3	TTL
PRIME																				
3. OTHER DIRECT COSTS (ODCs)																				
FACILITIES																				
TRAVEL																				
OTHER																				
4. TOTAL INDIRECT COSTS																				
5. OVERALL COSTS																				
6. FEE																				
COST PLUS FEE																				
OPEN/OUTSTANDING COMMITMENTS																				
TOTAL COMMITMENTS & EXPENDITURES																				
REMARKS:																				

*This report includes data that shall not be disclosed outside the government and shall not be duplicated, used, or disclosed, in whole or in part, for any other purpose than to evaluate this report. This restriction does not limit the government's right to use information contained in this data if it is obtained from another source.

FIGURE 1. Monthly funds & labor hour expenditure report - Continued

REPORTING PERIOD:

CONTRACT NO:
CONTRACT TYPE:
REPORT DESCRIPTION:



MONTHLY PLAN	2	2	2	2	2	2	2	2	2	2	2
CUM PLAN	2	4	6	8	10	12	14	16	18	20	22
MONTHLY ACTUAL	2	2	2	2	2	2	2	2	2	2	2
CUM ACTUAL	2	4	6	8	10	12	14	16	18	20	22

FIGURE 3. Hours expenditure graph

CONTRACT DATA REQUIREMENTS LIST

(1 Data Item)

Form Approved

OMB No. 0704-0188

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DD FORM 1423-1 APR 89

1. CONTRACT LINE ITEM NO. 2. EXHIBIT 3. CATEGORY 4. DD 250 REQ 5. DIST STATEMENT REQUIRED 6. FREQUENCY 7. DATE OF FIRST SUBMISSION 8. DATE OF SUBSEQUENT SUBMISSION 9. ADDRESS 10. COPIES 11. DRAFT 12. REG 13. REPRO 14. TOTAL 15. PREPARED BY 16. DATE 17. APPROVED BY 18. DATE

D. SYSTEM /ITEM E. CONTRACT/PR NO. F. CONTRACTOR

STARS

1. DATA ITEM NO. 2. TITLE OF DATA ITEM 3. SUBTITLE

A003

PERSONNEL REPORT

On-Site Personnel Report

4. AUTHORITY (Data Acquisition Document No.) 5. CONTRACT REFERENCE 6. REQUIRING OFFICE

DI-MISC-81419

SOW para. 3.11.1.3

NAWCWD 721000D

7. DD 250 REQ 8. APP CODE 9. DIST STATEMENT REQUIRED 10. FREQUENCY 11. AS OF DATE 12. DATE OF FIRST SUBMISSION 13. DATE OF SUBSEQUENT SUBMISSION 14. DISTRIBUTION

LT

See Blk 16

MTHLY

See Blk 16

See Blk 16

See Blk 16

15. REMARKS 16. ADDRESS 17. COPIES

Draft Reg Repro

Blk 4: Tailor DID as follows: Other formats may be used subject to NAWCWD approval. Delete paragraphs 7.1 and 7.2. Replace Block 10 of the DID with the attached listing.

Blk 9: Distribution Statement B. Distribution authorized to US Government agencies only: Proprietary Information; 30 Aug 95. Other requests for this document shall be referred to NAWCWD, Code 721000D, China Lake, CA 93555-6100.

Blk 11: Data shall be current to the end of the month being reported.

Blk 12: To be made available no later than 5 working days following the first month.

Blk 13: To be made available no later than 5 working days following the end of each month.

Blk 14: Data shall be made available to the Government via access to password-protected internet web pages on the Contractor's web site. The Contractor shall maintain and make similarly available historical past reports submitted by the Contractor. NAWCWD Codes 210000D and 721000D shall be advised of report availability via e-mail message.

See Blk 16 0 1 0

0 1 0

15. TOTAL 0 1 0

G. PREPARED BY H. DATE I. APPROVED BY J. DATE

NAWCWD, CODE 721000D
CHINA LAKE, CA 93555-6001

10 Jan 2002

CHAIRPERSON, DRRB

10 Jan 2002

DATA ITEM DESCRIPTION

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1. TITLE Personnel Report		2. IDENTIFICATION NUMBER DI-MISC-81419	
3. DESCRIPTION / PURPOSE 3.1 The personnel report provides information on contractor and subcontractor personnel. 3.2 The government will use this information to determine that an adequate work force remains in place to accomplish the mission.			
4. APPROVAL DATE (YYMMDD) 941114	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) F/OALC-LAKI	6a. DTIC APPLICABLE	6b. GIDEP APPLICABLE
7. APPLICATION / INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID is applicable to the acquisitions of foreign country maintenance and maintenance personnel training.			
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER F7064
10. PREPARATION INSTRUCTIONS 10.1 <u>Format</u> . Contractor format is acceptable. 10.2 <u>Content</u> . The report shall contain the following: 10.2.1 Number of contractor and subcontractor personnel and their dependents in-country, personnel in the Continental United States (CONUS) program office and personnel being processed for movement to the foreign country. 10.2.2 Number of contractor and subcontractor personnel projected to be in-country and in CONUS by month, for the ensuing four-month period. 10.2.3 Each person's name, title, functional area and employing contractor or subcontractor. 10.2.4 Names of contractor augmentees by assigned functional area. This includes labor category for each augmentee.			
11. DISTRIBUTION DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.			

CDRL A003 – ON-SITE PERSONNEL REPORT

For each active task order, data shall include:

Prime Contractor

- Contract title and report date
- Contract number, CDRL number, start date, end date, and company (prime contractor)
- Employee name
- Task order number
- Technical assistant
- Technical assistant code
- Site
- Building number
- Room number
- Total employees working on-site

Subcontractor

- Contractor name and report date
- Contract number, CDRL number, start date, end date, and company (subcontractor)
- Employee name
- Task order number
- Technical assistant
- Technical assistant code
- Site
- Building number
- Room number
- Total employees working on-site

DATA ITEM DESCRIPTIONForm Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.

1. TITLE

Personnel Report

2. IDENTIFICATION NUMBER

DI-MISC-81419

3. DESCRIPTION / PURPOSE

3.1 The personnel report provides information on contractor and subcontractor personnel.

3.2 The government will use this information to determine that an adequate work force remains in place to accomplish the mission.

**4. APPROVAL DATE
(YYMMDD)**

941114

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

F/OCALC-LAKI

6a. DTIC APPLICABLE**6b. GIDEP APPLICABLE****7. APPLICATION / INTERRELATIONSHIP**

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 This DID is applicable to the acquisitions of foreign country maintenance and maintenance personnel training.

8. APPROVAL LIMITATION**9a. APPLICABLE FORMS****9b. AMSC NUMBER**

F7064

10. PREPARATION INSTRUCTIONS

10.1 Format. Contractor format is acceptable.

10.2 Content. The report shall contain the following:

10.2.1 Number of contractor and subcontractor personnel and their dependents in-country, personnel in the Continental United States (CONUS) program office and personnel being processed for movement to the foreign country.

10.2.2 Number of contractor and subcontractor personnel projected to be in-country and in CONUS by month, for the ensuing four-month period.

10.2.3 Each person's name, title, functional area and employing contractor or subcontractor.

10.2.4 Names of contractor augmentees by assigned functional area. This includes labor category for each augmentee.

11. DISTRIBUTION

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

CDRL A004 - PERSONNEL COUNT REPORT BY LABOR CATEGORY

For prime contractor (direct labor), the report shall include:

- Contractor name and report date
- Contract number, contract title, CDRL number
- Labor category
- Total direct personnel assigned to each labor category

For each subcontractor (direct labor), the report shall include:

- Subcontractor name and report date
- Contract number, contract title, CDRL number
- Labor category
- Total direct personnel assigned to each labor category

CONTRACT DATA REQUIREMENTS LIST

(1 Data Item)

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of collection of information, including suggestions for reducing the burden to Washington Headquarters Service, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Send completed Form to the

1. CONTRACT LINE ITEM NO. 2. EXHIBIT 3. CATEGORY

A B TDP TM OTHER MISC

D. SYSTEM /ITEM E. CONTRACT/PR NO. F. CONTRACTOR

STARS

1. DATA ITEM NO. 2. TITLE OF DATA ITEM
A005 TECHNICAL REPORT - STUDY/SERVICES

3. SUBTITLE
Task Order Status Report

4. AUTHORITY (Data Acquisition Document No.)
DI-MISC-80508A

5. CONTRACT REFERENCE
SOW para 3.11.1.4

6. REQUIRING OFFICE
NAWCWD 721000D

7. DID 250 REQ
LT

9. DIST STATEMENT
REQUIRED
See Blk 16

10. FREQUENCY
BI-WE

12. DATE OF FIRST SUBMISSION
See Blk 16

8. APP CODE
N/A

11. AS OF DATE
See Blk 16

13. DATE OF SUBSEQUENT
SUBMISSION
See Blk 16

14. DISTRIBUTION

a. ADDRESSEE b. COPIES
Draft Reg Repro
See Blk 16 0 1 0

16. REMARKS

Blk 4: Tailor DID as follows: Other formats may be used subject to NAWCWD approval. Replace Content (2.) of the DID with the attached listing.

Blk 9: Distribution Statement B. Distribution authorized to US Government agencies only: Proprietary Information; 30 Aug 95. Other requests for this document shall be referred to NAWCWD, Code 721000D, China Lake, CA 93555-6100.

Blk 11: Data shall be current to the end of the bi-weekly (or twice-a-month) period being reported.

Blk 12: To be made available no later than 5 working days following the first bi-weekly (or twice-a-month) period.

Blk 13: To be made available no later than 5 working days following the end of each bi-weekly (or twice-a-month) period.

Blk 14: Data shall be made available to the Government via access to password-protected internet web pages on the Contractor's web site. The Contractor shall maintain and make similarly available historical past reports submitted by the Contractor. NAWCWD Codes 210000D and 721000D shall be advised of report availability via e-mail message.

G. PREPARED BY
NAWCWD, CODE 721000D
CHINA LAKE, CA 93555-6001

H. DATE
10 Jan 2002

I. APPROVED BY
CHAIRPERSON, DRRB

J. DATE
10 Jan 2002

15. TOTAL 0 1 0

17. Price Group

18. Estimated
Total Price

DATA ITEM DESCRIPTION

Title: TECHNICAL REPORT - STUDY/SERVICES

Number: DI-MISC-80508A

Approval Date: 7 November 2000

Office of Primary Responsibility: G/TS-ALS

GIDEP Applicable: No

Applicable Forms: No

AMSC Number: G7408

DTIC Applicable: Defense Technical Information Center (DTIC), 8725 John J. Kingman Rd.,
Ste. 0944, Ft. Belvoir, VA 22060-6218

Use/Relationship

A technical report provides fully documented results of studies or analyses performed. This data item description contains the format and content instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

This DID supersede DI-MISC-80508.

Requirements:

1. Format.

- (a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink.
- (b) Text shall be prepared on standard letter size paper (8 1/2" x 11").
- (c) When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report.
- (d) Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable.

2. Content.

- (a) Title Page - Identifies the report by providing contract number, project name or purchase description title, task number, and reporting period.
- (b) Table of Contents
- (c) Section I - Includes the following:
 - (1) Introduction
 - (2) Summary - A brief statement of results obtained from the analytic effort.
 - (3) Conclusions and their condensed technical substantiation's.
- (d) Section II - A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.

CDRL A005 – TASK ORDER STATUS REPORT

By task order (active or inactive) the report shall include:

- Contractor name and report date
- Contract number, CDRL number, contract performance period and general identification
- Task order number and description
- Government Technical Assistant and NAWCWD Code Number
- Contractor Department Manager, Task Order Manager, and Technical Lead Person
- Direct labor authorized hours and dollars
- Current funded amount
- Percent of funding and percent of hours expended to date
- Funding and hours available
- Average burn-rate per week for total funding and hours expended to date

If the contractor proposed the use of uncompensated overtime/competitive time, the contractor shall provide:

- The number of uncompensated hours incurred by individual
- A description of the tasks performed during the uncompensated hours

Summary of task orders shall include:

- Direct hours and dollars expended for reporting period and cumulative to date
- Percent of authorized hours and dollars expended to date
- Average burn-rate per week for total funding and hours expended to date

CONTRACT DATA REQUIREMENTS LIST

(1 Data Item)

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing existing information, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of collection of information, including suggestions for reducing the burden to Washington Headquarters Service, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Send completed Form to the

Contracting Office (DD Form 1423-1 APR 89) (Contracting Office Name) (Contracting Office Address) (Contracting Office Phone Number) (Contracting Office Fax Number) (Contracting Office E-mail Address) (Contracting Office Web Site Address) (Contracting Office Other Contact Information)

A. CONTRACT LINE ITEM NO. B. EXHIBIT C. CATEGORY D. SYSTEM /ITEM E. CONTRACT/PR NO. F. CONTRACTOR

D. SYSTEM /ITEM E. CONTRACT/PR NO. F. CONTRACTOR

D. SYSTEM /ITEM E. CONTRACT/PR NO. F. CONTRACTOR

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D. SYSTEM /ITEM E. CONTRACT/PR NO. F. CONTRACTOR

17. Price Group

18. Estimated
Total Price

16. REMARKS

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See Blk 16

G. PREPARED BY
NAWCWD, CODE 721000D
CHINA LAKE, CA 93555-6001H. DATE
10 Jan 2002I. APPROVED BY
CHAIRPERSON, DRRBJ. DATE
10 Jan 2002

DATA ITEM DESCRIPTION		Form Approved OMB No 0704-0188	
1 TITLE SERVICE CONTRACT COST PERFORMANCE REPORT (SCCPR)		2 IDENTIFICATION NUMBER DI-FNCL-81208	
3 DESCRIPTION/PURPOSE 3.1 The SCCPR provides current contract cost status and projected funding requirements to contracting and project management. 3.2 The SCCPR data will be used by contract administrators to (a) provide contract cost information for use in making and validating management decisions, (b) provide early			
4 APPROVAL DATE (YYMMDD) 910510	5 OFFICE OF PRIMARY RESPONSIBILITY (OPR) STENS-FM-MC	6a DTIC APPLICABLE	6b DOE APPLICABLE
7 APPLICATION/INTERRELATIONSHIP 7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.			
8 APPROVAL LIMITATION	9a APPLICABLE FORMS	9b AMSC NUMBER A6137	
10 PREPARATION INSTRUCTIONS 10.1 <u>General</u> . The SCCPR shall report individual cost elements for the contract. Cost elements reported in the SCCPR shall match the cost elements provided in the contractor's negotiated proposal. 10.2 <u>Format</u> . The SCCPR shall prepared in a format similar to that shown on page 3. A sample completed SCCPR is shown on pages 4 and 5. 10.3 <u>Specific instructions</u> . 10.3.1 <u>Contract name</u> . Enter the appropriate contract name. 10.3.2 <u>Contract number, latest modification number, and date</u> . Enter the contract number, the number of the latest contract modification, and the date of the report. 10.3.3 <u>Cost element</u> . Enter the noun description of the cost element for which cost information is being reported. Cost elements may vary from contract to contract. When applicable, a breakout of the reimbursable portion of elements shall be provided.			
11 DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.			

Block 3, Description/Purpose (Continued)

indications of potential contract cost problems, (c) determine funds in excess of contract needs and available for de-obligation, and (d) compare cost elements reported in the SCCPR to the cost elements provided in the contractor's negotiated proposal.

3.3 An SCCPR which gives a breakout of increase or decreased amounts by cost elements is required when a modification is made to the contract which increases or decreases the contract amount.

Block 10, Preparation Instructions (Continued)

10.3.4 Current year, current month, and actuals to date. Enter the estimated monthly dollar amount. Then enter the actual amount incurred for the month. In the "Actuals to date" column, enter the cumulative amount incurred for the current year as of the report date.

10.3.5 Total contract. Enter the original awarded amount adjusted for any modifications which have increased or decreased the awarded amount.

10.3.6 Contract to date. Enter the actual amount incurred for the contract to date and the balance remaining on the negotiated contract.

10.3.7 Three-month projection. Enter the estimated amounts needed for the following three months.

SEPTIC CONTRACT

Through Mod.

The Power of the People

DI-FNCL-81208

[illegible]

MODIFICATIONS ARE DEFINED AS INCREASES OR DECREASES TO THE CONTRACT FIRMED AMOUNT.
(Last Rev Jun-90)

Page of

**SERVICE CONTRACT
COST PERFORMANCE REPORT**

DATE: MAY 1982

Contract Name: _____ Through Mod. # _____									
Contract # _____									
COST ELEMENT	CURRENT YEAR		TOTAL CONTRACT		CONTRACT TO DATE		THREE MONTH PROJECTION		
	CURRENT MONTH	ACTUALS TO DATE	ORIGINAL PAID PLUS MODIFICATIONS	ACTUALS TO DATE	BALANCE ON CONTRACT	NEXT MONTH	NEXT MONTH+1	NEXT MONTH+2	
NUMBER OF FTE EMPLOYEES	23	20	NR	NR	NR	29.8	26.2	24	
LABOR HOURS									
REGULAR	39770	38282	394274	904384	1726469	48594	42760	38073	
OVERTIME	1788	3765	17934	43049	82421	2197	1932	1786	
TOTAL LABOR HOURS	41558	42047	382208	47686	1829924	50791	44692	40679	
REIMBURSABLE PORTION	29070	29439	245546	3580	1280947	33384	31284	27440	
COST INFORMATION									
LABOR									
Regular	454691	428000	30342916	11270786	19072131	624857	553113	502066	
Overtime	29276	28704	1989800	1177809	449817	59457	37332	33931	
Hazard	1099	2935	73943	48972	24371	2747	2418	2100	
Labor Overhead	181943	193771	12114180	4371543	7742387	238505	276768	187471	
TOTAL LABOR COST	667010	706748	44469949	16063272	27604677	920286	814910	741817	
REIMBURSABLE PORTION	466907	500724	31128964	11805690	19232274	644200	570437	511679	

DI-FNCL-81208

* MODIFICATIONS ARE DEFINED AS INCREASES OR DECREASES TO THE CONTRACT RATED AMOUNT.
(Last Prev Nov-90)

DI-FNCL-81208

Contract Name: _____
Contract # _____ Through Mod. # _____

MAY 19X2

DATE:

DI-FNCL-81208

COST ELEMENT	CURRENT YEAR		TOTAL CONTRACT		CONTRACT TO DATE		THREE MONTH PROJECTIONS		
	CURRENT MONTH ESTIMATED ACTUAL	ACTUALS TO DATE	ORIGINAL AMOUNT PLUS MODIFICATIONS	ACTUALS TO DATE	BALANCE ON CONTRACT	NEXT MONTH	NEXT MONTH+1	NEXT MONTH+2	
TOTAL MATERIALS COST	126679	136634	1157900	8992800	2978956	5413844	188347	189844	126677
REIMBURSABLE PORTION	99009	102476	960428	6294378	2294217	4060188	118760	104508	290007
OTHER DIRECT COSTS									
GEN & LIAB INSURANCE	6945	27113	201672	463066	461987	1000	27822	24041	21096
RELOCATION	163	531	4748	10996	10870	28	643	566	514
TRAVEL	245	795	7110	1344	6305	38	964	849	771
CONVO	327	1089	9490	2391	2171	51	1286	1131	1029
TRAINING	407	1324	1143	2727	27176	64	1607	1414	1206
EMP HELPERS	82	265	233	5448	5438	13	321	283	257
TOTAL OTHER DIRECT COSTS	8170	26486	27171	844784	843614	1270	32144	21284	21713
REIMBURSABLE PORTION	6948	22811	201672	463066	461987	1080	27822	24041	21096
G & N	53608	60721	493668	3847421	1301273	2246148	70863	62680	66982
NEW MEXICO CROSS RECEIPTS TAX	36727	81649	416189	2448444	1020849	1428098	59282	52410	47445
TOTAL CONTRACT COST	894897	1067095	8671868	60008226	22623502	37384734	1244318	1100641	1000593
FEE	0	0	396639	3999588	1198728	2805880	0	0	0
TOTAL CONTRACT COST WITH FEE	894897	1067095	9068507	64007794	23817236	40190688	1244318	1100641	1000593
REIMBURSABLE PORTION	597991	705146	5748798	39680782	15165274	24665458	828836	730270	643883

MODIFICATIONS ARE DEFINED AS INCREASES OR DECREASES TO THE CONTRACT AMOUNT.

MODIFICATIONS ARE DEFINED AS INCREASES OR DECREASES TO THE CONTRACT AWARD AMOUNT.

CONTRACT DATA REQUIREMENTS LIST

(1 Data Item)

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of collection of information, including suggestions for reducing the burden to Washington Headquarters Service, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Send completed Form to the

Contracting Office, NAWCWD, Code 721000D, China Lake, CA 93555-6001

A. CONTRACT LINE ITEM NO.

B. SUBJECT

A

C. CATEGORY

TDP

TM

OTHER

MISC

D. SYSTEM /ITEM

STARS

E. CONTRACT/PR NO.

F. CONTRACTOR

1. DATA ITEM NO.

A007

2. TITLE OF DATA ITEM

TECHNICAL REPORT - STUDY/SERVICES

3. SUBTITLE

Award Fee Performance Self Evaluation Report

4. AUTHORITY (Data Acquisition Document No.)

DI-MISC-80508A

5. CONTRACT REFERENCE

SOW para. 3.11.1.6

6. REQUIRING OFFICE

NAWCWD

721000D

7. DD 250 REQ

LT

9. DIST STATEMENT

REQUIRED

10. FREQUENCY

See Blk 16

12. DATE OF FIRST SUBMISSION

See Blk 16

8. APP CODE

N/A

See Blk 16

11. AS OF DATE

See Blk 16

13. DATE OF SUBSEQUENT

SUBMISSION

See Blk 16

14. DISTRIBUTION

a. ADDRESSEE

b. COPIES

Draft

Reg

Final

Repro

See Blk 16

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16. REMARKS

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Blk 9: Distribution Statement B. Distribution authorized to US Government agencies only: Proprietary Information; 30 Aug 95. Other requests for this document shall be referred to NAWCWD, Code 721000D, China Lake, CA 93555-6100.

Blk 10: Frequency shall be three times per contract year (tri-annually).

Blk 11: Data shall be current to the end of the tri-annual period being reported.

Blk 12: To be made available no later than 9 working days following the first tri-annual period.

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15. TOTAL

0

1

0

G. PREPARED BY

H. DATE

I. APPROVED BY

J. DATE

NAWCWD, CODE 721000D
CHINA LAKE, CA 93555-6001

10 Jan 2002

CHAIRPERSON, DRRB

10 Jan 2002

DD Form 1423-1 APR 89

Previous editions are obsolete

PAGE 7 OF 12 PAGES

17. Price Group

18. Estimated
Total Price

DATA ITEM DESCRIPTION

Title: TECHNICAL REPORT - STUDY/SERVICES

Number: DI-MISC-80508A

Approval Date: 7 November 2000

Office of Primary Responsibility: G/TS-ALS

GIDEP Applicable: No

Applicable Forms: No

AMSC Number: G7408

DTIC Applicable: Defense Technical Information Center (DTIC), 8725 John J. Kingman Rd.,
Ste. 0944, Ft. Belvoir, VA 22060-6218

Use/Relationship

A technical report provides fully documented results of studies or analyses performed. This data item description contains the format and content instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

This DID supersedes DI-MISC-80508.

Requirements:

1. Format.

- (a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink.
- (b) Text shall be prepared on standard letter size paper (8 1/2" x 11").
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- (b) Table of Contents
- (c) Section I - Includes the following:
 - (1) Introduction
 - (2) Summary - A brief statement of results obtained from the analytic effort.
 - (3) Conclusions and their condensed technical substantiation's.
- (d) Section II - A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.

CDRL A007 – AWARD FEE PERFORMANCE SELF EVALUATION

Data shall include:

- Contractor name and report date
- Contract number, CDRL number, evaluation reporting period and general identification
- Description of significant achievements as related to the evaluation factors listed in the Award Fee Plan.
- Subcontracting: Summary of all significant subcontracting actions during period and any subcontracting issues. Show comparison of actual subcontract utilization versus subcontracting goals submitted by the contractor in the proposal submitted which resulted in the award of the contract.
- Training: Summary of all training actions during period broken out by employee name, task order number, direct or indirect funded. Show comparison of actual training versus that proposed by the contractor in the proposal submitted which resulted in the award of the contract.

For each task order:

- Report ONLY those issues which exceeded or did not meet task order requirements/expectations and warrant consideration during the Award Fee process.

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)					Form Approved OMB No. 0704-0188	
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		A		TDP		TM OTHER MISC
D. SYSTEM /ITEM		E. CONTRACT/PR NO.		F. CONTRACTOR		
STARS						
1. DATA ITEM NO.		2. TITLE OF DATA ITEM		3. SUBTITLE		
A008		TECHNICAL REPORT -- STUDY/SERVICES		Award Fee Period Hours Report		
4. AUTHORITY (Data Acquisition Document No.)		5. CONTRACT REFERENCE		6. REQUIRING OFFICE		
DI-MISC-80508A		SOW para. 3.11.1.7		NAWCWD 721000D		
7. DD 250 REQ	9. DIST STATEMENT REQUIRED	10. FREQUENCY	12. DATE OF FIRST SUBMISSION	14. DISTRIBUTION		
LT	See Blk 16	See Blk 16	See Blk 16	a. ADDRESSEE		
8. APP CODE		11. AS OF DATE	13. DATE OF SUBSEQUENT SUBMISSION	b. COPIES		
N/A		See Blk 16	See Blk 16	Draft Reg Final		
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				15. TOTAL		
G. PREPARED BY		H. DATE		I. APPROVED BY		J. DATE
NAWCWD, CODE 721000D		10 Jan 2002		CHAIRPERSON, DRRB		10 Jan 2002
CHINA LAKE, CA 93555-6001						

17. Price Group
18. Estimated Total Price

DATA ITEM DESCRIPTION

Title: TECHNICAL REPORT - STUDY/SERVICES

Number: DI-MISC-80508A

Approval Date: 7 November 2000

Office of Primary Responsibility: G/TS-ALS

GIDEP Applicable: No

Applicable Forms: No

AMSC Number: G7408

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- (a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink.
- (b) Text shall be prepared on standard letter size paper (8 1/2" x 11").
- (c) When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report.
- (d) Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable.

2. Content.

- (a) Title Page - Identifies the report by providing contract number, project name or purchase description title, task number, and reporting period.
- (b) Table of Contents
- (c) Section I - Includes the following:
 - (1) Introduction
 - (2) Summary - A brief statement of results obtained from the analytic effort.
 - (3) Conclusions and their condensed technical substantiation's.
- (d) Section II - A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.

CDRL A008 – Award Fee Period Hours Report

For each Task Order, data shall include:

- Contractor name and report date
- Contract number, CDRL number, reporting period and general identification
- Reporting period
- Task order number
- Prime contractor fee-bearing hours for the reporting period
- Fee-bearing hours for each team subcontractor for the reporting period
- Total fee-bearing hours for the reporting period
- Total non-fee-bearing hours for the reporting period
- Cumulative fee-bearing hours to date
- Cumulative non-fee-bearing hours to date
- Cumulative hours to date

Summary Section (for period):

- Total prime contractor fee-bearing hours for period
- Total fee-bearing hours for each team subcontractor for period
- Total fee-bearing hours for period
- Total non-fee-bearing hours for period
- Total hours for the period

Summary Section (cumulative for contract):

- Cumulative total prime contractor fee-bearing hours to date
- Cumulative total fee-bearing hours for each team subcontractor to date
- Cumulative total fee-bearing hours to date
- Cumulative total non-fee-bearing hours to date
- Cumulative total hours to date

(1 Data Item)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing existing data sources, gathering new data, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of collection of information, including suggestions for reducing the burden to Washington Headquarters Service, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Send completed Form to the Washington Headquarters Service, Contracting Office for the Paperwork Reduction Project, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302.

**18. Estimated
Total Price**

DATA ITEM DESCRIPTION

Title: TECHNICAL REPORT - STUDY/SERVICES

Number: DI-MISC-80508A

Approval Date: 7 November 2000

Office of Primary Responsibility: G/TS-ALS

GIDEP Applicable: No

Applicable Forms: No

AMSC Number: G7408

DTIC Applicable: Defense Technical Information Center (DTIC), 8725 John J. Kingman Rd.,
Ste. 0944, Ft. Belvoir, VA 22060-6218

Use/Relationship

A technical report provides fully documented results of studies or analyses performed.

This data item description contains the format and content instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

This DID supersede DI-MISC-80508.

Requirements:

1. Format.

(a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink.

(b) Text shall be prepared on standard letter size paper (8 1/2" x 11").

(c) When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report.

(d) Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable.

2. Content.

(a) Title Page - Identifies the report by providing contract number, project name or purchase description title, task number, and reporting period.

(b) Table of Contents

(c) Section I - Includes the following:

(1) Introduction

(2) Summary - A brief statement of results obtained from the analytic effort.

(3) Conclusions and their condensed technical substantiation's.

(d) Section II - A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.

CDRL A009 - EMPLOYEE QUALIFICATION STATEMENT

The contractor shall submit an Employee Qualification Statement, using the criteria outlined in Attachment 3 of the contract entitled "Employee Qualifications (Generic Leveling Criteria)," to the COR and Ordering Officer for review for each contractor or subcontractor employee proposed to be assigned in a position incurring direct-charge labor hours to the contract. Additionally the contractor shall submit an Employee Qualification Statement justifying any reclassification in an employee's labor category or level using the criteria outlined in Attachment 3 of the contract entitled "Employee Qualifications (Generic Leveling Criteria)". Employee Qualification Statements shall be submitted to the COR and Ordering Officer within 30 calendar days of incurring any direct costs associated with the employee or prior to reclassification of an employee's labor category or level.

Data shall include:

- Report date
- Contract number
- CDRL number
- Labor source (Prime/Subcontractor)
- Identify full or part time
- Identify name of new hire
- Identify if reclassification
 - Current category
 - Proposed category
- Identify if indirect employee is currently charging to direct
 - Current category
- Resume and attachments
- Completed worksheet with a narrative justifying the employee qualification point score in each category

CONTRACT DATA REQUIREMENTS LIST (1 Data Item)						Form Approved OMB No. 0704-0188			
Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of collection of information, including suggestions for reducing the burden to Washington Headquarters Service, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Send completed Form to the									
A. CONTRACT LINE ITEM NO.		B. EXHIBIT		C. CATEGORY					
		A		TDP		TM		OTHER FNCL	
D. SYSTEM /ITEM				E. CONTRACT/PR NO.		F. CONTRACTOR			
STARS									
1. DATA ITEM NO.		2. TITLE OF DATA ITEM				3. SUBTITLE			
A00A		FUNDS & LABOR HOUR EXPENDITURE REPORT				Burdened and Unburdened Labor Rate Report			
4. AUTHORITY (Data Acquisition Document No.)				5. CONTRACT REFERENCE		6. REQUIRING OFFICE			
DI-FNCL-81537				SOW para. 3.11.1.9		NAWCWD 721000D			
7. DD 250 REQ		9. DIST STATEMENT REQUIRED		10. FREQUENCY		12. DATE OF FIRST SUBMISSION			
LT				MTHLY		See Blk 16			
8. AFF CODE		See Blk 16		11. AS OF DATE		13. DATE OF SUBSEQUENT SUBMISSION			
N/A				See Blk 16		See Blk 16			
16. REMARKS						14. DISTRIBUTION			
<p>Blk 4: Tailor DID as follows: Other formats may be used subject to NAWCWD approval. Replace Block 10 of the DID with the attached listing.</p> <p>Blk 9: Distribution Statement B. Distribution authorized to US Government agencies only: Proprietary Information; 30 Aug 95. Other requests for this document shall be referred to NAWCWD, Code 721000D, China Lake, CA 93555-6100.</p> <p>Blk 11: Data shall be current to the end of the month being reported.</p> <p>Blk 12: To be made available no later than 5 working days following the first month.</p> <p>Blk 13: To be made available no later than 5 working days following the end of each month.</p> <p>Blk 14: Data shall be made available to the Government via access to password-protected internet web pages on the Contractor's web site. The Contractor shall maintain and make similarly available historical past reports submitted by the Contractor. NAWCWD Codes 210000D and 721000D shall be advised of report availability via e-mail message.</p>						a. ADDRESSEE		b. COPIES	
						See Blk 16		Draft	Final
							Rag	Repro	
						15. TOTAL			
G. PREPARED BY				H. DATE	I. APPROVED BY		J. DATE		
NAWCWD, CODE 721000D				10 Jan 2002	CHAIRPERSON, DRRB		10 Jan 2002		
CHINA LAKE, CA 93555-6001									

18. Estimated
Total Price

DATA ITEM DESCRIPTIONForm Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.

1. TITLE**FUNDS & LABOR HOUR EXPENDITURE REPORT****2. IDENTIFICATION NUMBER****DI-FNCL-81537****3. DESCRIPTION/PURPOSE**

3.1 This report provides Government visibility into contractor direct and indirect expenditures under Research & Development and Services contracts. It tracks both planned and actual expenditures and labor hours against baseline values, and provides estimates at completion.

**4. APPROVAL DATE
(YYMMDD)****970313****5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)****BMDO/POC****6a. DTIC APPLICABLE****6b. GIDEP APPLICABLE****7. APPLICATION/INTERRELATIONSHIP**

7.1 This DID contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 This DID is applicable to time and material, research and development and other contracts where use of Cost Performance Reporting (CPR) or Cost/Schedule Status Reporting (C/SSR) is not appropriate and as an alternative to DI-FNCL-80331, Funds and Man-Hour Expenditure Report. It is not applicable to fixed-price contracts. It is acquired on a periodic (normally monthly) basis.

7.3 It is not intended that all the requirements contained herein should be applied to every contract or program phase. Portions of this DID are subject to deletion tailoring depending on the management requirements of the solicitation/contract in which it is applied.

8. APPROVAL LIMITATION**9a. APPLICABLE FORMS****9b. AMSC NUMBER
D7248****10. PREPARATION INSTRUCTIONS**

10.1 General. The Funds & Labor Hour Expenditure Report shall contain the following data:

a. A tabular listing of contract baseline values, along with actual labor hours and expenditures inclusive of the reporting period compared to the latest negotiated change, including estimate at completion.

b. A graphical plot of actual expenditures versus planned dollars projected to completion along with a plot of current funding.

c. A graphical plot of actual labor hours versus planned labor hours projected to completion.

10.2 Scope. Data identified under 10.1 shall be provided for the following reporting units, to the extent applicable to the contract:

a. Total contract.

b. Period Of Performance (POP), base period and options.

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Block 7, Application/Interrelationship (Continued)

7.4 This DID is related to DI-MGMT-80507A, Project Planning Chart (other than fixed price contracts), DI-FNCL-80003, Man-hours Expenditure Chart, and DI-FNCL-80331, Funds and Man-hour Expenditure Report.

Block 10, Preparation Instructions (Continued)

10.2 Scope. (Continued)

- c. Contract Line Item Numbers (CLINs) associated with applicable POP.
- d. Task Orders/ Delivery Orders (TOs/DOs) associated with applicable CLINs.

10.3 Format and Content. Each detailed report shall contain the following:

10.3.1 Monthly Funds & Labor Hour Expenditure Report. This chart shall contain the following data elements (see Figure 1):

a. The table heading on the left side shall include contract number, latest executed modifications, contract type (cost and fee arrangements, CPFF, CPAF, etc.), report description (Contract Summary, Option 1, CLIN, etc.). The table heading on the right side shall include preparation date, reporting period, POP, and funding.

b. The elements shall contain a breakdown by the following categories: Direct Labor Hours, Total Labor (Unburdened \$), Other Direct Costs (ODCs)(\$), Total Indirect Costs (\$), Overall Cost (\$), and Fee (\$)

Line 1, Direct Labor, shall identify direct labor hours (as awarded or later modified) for both Prime Contractor and Subcontractor:

- For Level of Effort (LOE) type contracts, by the labor categories negotiated in the contract.
- For completion type contracts, by total labor hours.

Line 2, Total Labor (unburdened), shall provide a subtotal of Direct (unburdened) Labor Dollars for the Prime Contractor.

Line 3, Other Direct Costs, shall identify ODCs for the prime contractor:

- For LOE type contracts, by facilities (rent, equipment, etc.), travel (including subsistence and other allowable costs related to travel) and any minor categories listed in "other," and resulting total ODCs.
- For completion type contracts, by total ODCs.

Line 4, Total Indirect Costs, shall identify the Prime Contractor's Total Indirect Cost amount.

Line 5, Overall Cost, shall provide Overall Cost for the Prime Contractor and Subcontractors.

(Continued on Page 3)

Block 10, Preparation Instructions (Continued)

10.3.1 Monthly Funds & Labor Hour Expenditure Report. (Continued)

Line 6, Fee, shall provide the Fee amount for the Prime Contractor. Cost Plus Fee amount shall be identified.

Open/Outstanding Commitments (the estimated dollar obligations, excluding accrued expenditures, to vendors or subcontractors including any termination liability) shall be identified, and amount plus commitments shall be provided.

c. Column "A" shall be labeled Current Contract Baseline. This column shall contain a total summary of the latest negotiated contract up to and including the fully executed modification identified in the table heading. Column "A1" shall contain all data for the Prime Contractor. Column "A2" shall contain all data for the Subcontractors. Column "A3" shall contain the combined total data for both the Prime Contractor and the Subcontractors.

d. Column "B" is applicable only to contracts with a requirement for task/delivery orders and shall be labeled Task/ Delivery Order Authorized. This column shall contain a total summary of the latest authorized task/delivery orders.

e. Column "C" shall be labeled Reporting Period Expenditures. This column shall contain a total summary of expenditure data for the current reporting period. Expenditures are recorded costs as defined within FAR Clause 52.215-7, Allowable Cost and Payment, plus the estimated fee earned. Such costs include: (1) actual payments for services or items purchased directly for the contract, and (2) costs incurred, but not necessarily paid, for direct labor, direct travel, other direct costs, and allocated indirect costs.

f. Column "D" shall be labeled Cumulative Expenditures to Date. This column shall contain a total summary of expenditure data from inception through the current reporting period. Expenditures are recorded costs as defined within FAR Clause 52.215-7, Allowable Cost and Payment, plus the estimated fee earned. Such costs include: (1) actual payments for services or items purchased directly for the contract, and (2) costs incurred, but not necessarily paid, for direct labor, direct travel, other direct costs, and allocated indirect costs. Cumulative expenditures that result in a variance of ± 10 percent of the Cumulative Planned in both of the graphs shall be explained in the "Remarks" section.

g. Column "E" shall be labeled Estimate at Completion. This column shall contain an estimate of the final total cost at completion of the work effort. Estimates that vary from section 10.3.1..c, Current Contract Baseline, by ± 10 percent shall be explained in the "Remarks" section.

10.3.2 Funds Expenditure Graph. A funds expenditure graph shall be included. The graph shall portray , on a monthly basis, the planned versus actual dollar expenditures (including fee, except for CPAF contracts) along with funding for the applicable report. The graph shall include a corresponding table of figures, specifying period and cumulative data for planned and actual expenditures, and funding (see Figure 2).

10.3.3 Hours Expenditure Graph. A labor hour graph shall be included. The graph shall portray, on a monthly basis, the planned versus actual total labor hours for the applicable work. The graph shall include a corresponding table of figures specifying period and cumulative data for planned and actual labor hours (see Figure 3).

PROPRIETARY INFORMATION*

CONTRACT NO. CONTRACT TYPE: REPORT DESCRIPTION:	THRU MOD:	MONTHLY FUNDS & LABOR RATE EXPENDITURE REPORT										REPORTING PERIOD FROM: THRU THRU					PREPARATION DATE:				
		A			B			C				D			E						
		CURRENT CONTRACT BASELINE			TASK/DELIVERY ORDER AUTHORIZED (IF APPLICABLE)			REPORTING PERIOD EXPENDITURES				CUMULATIVE EXPENDITURES TO DATE			ESTIMATE AT COMPLETION						
		A1 PRIME	A2 SUBS	A3 TTL	B1 PRIME	B2 SUBS	B3 TTL	C1 PRIME	C2 SUBS	C3 TTL	D1 PRIME	D2 SUBS	D3 TTL	E1 PRIME	E2 SUBS	E3 TTL					
1. DIRECT LABOR (HRS)																					
PROGRAM MANAGER																					
PRINCIPAL ENGINEER																					
SENIOR ENGINEER																					
SENIOR ANALYST																					
ENGINEER																					
ANALYST																					
ASSOCIATE ENGINEER																					
ASSOCIATE ANALYST																					
ADMINISTRATIVE																					
OTHER																					
TOTAL LABOR (HOURS)																					
2. TOTAL LABOR																					

FIGURE 1. Monthly funds & labor hour expenditure report.

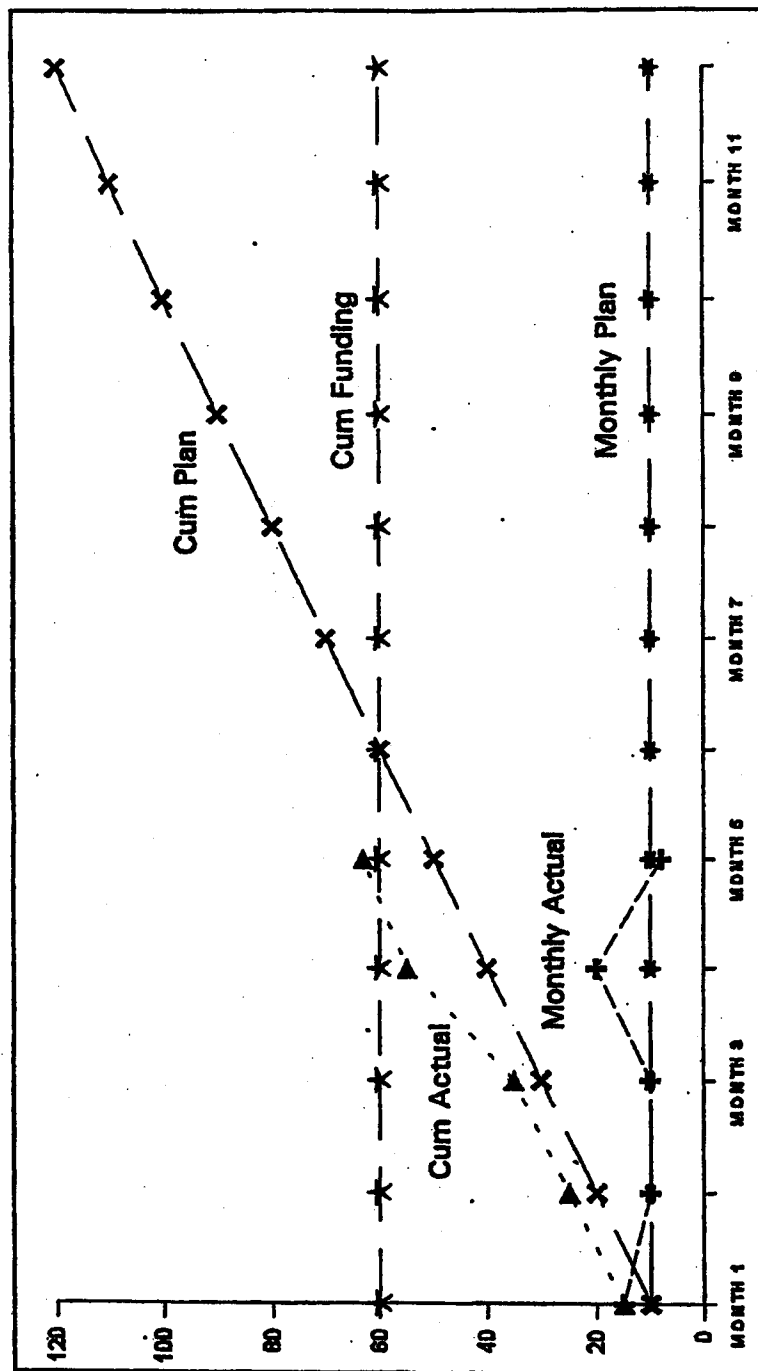
	A				B				C				D				E			
	CURRENT CONTRACT BASELINE				TASK/DELIVERY ORDER AUTHORIZED (IF APPLICABLE)				REPORTING PERIOD EXPENDITURES				CUMULATIVE EXPENDITURES TO DATE				ESTIMATE AT COMPLETION			
	A1	A2	A3	TTL	B1	B2	B3	TTL	C1	C2	C3	TTL	D1	D2	D3	TTL	E1	E2	E3	TTL
	PRIME	SUBS			PRIME	SUBS			PRIME	SUBS			PRIME	SUBS			PRIME	SUBS		
3. OTHER DIRECT COSTS (ODCa)	♦				♦				♦				♦				♦			
FACILITIES	♦				♦				♦				♦				♦			
TRAVEL	♦				♦				♦				♦				♦			
OTHER	♦				♦				♦				♦				♦			
4. TOTAL INDIRECT COSTS	♦				♦				♦				♦				♦			
5. OVERALL COSTS	♦	♦	♦		♦	♦	♦		♦	♦	♦		♦	♦	♦		♦	♦	♦	
6. FEE			♦																	
COST PLUS FEE			♦																	
OPEN/OUTSTANDING COMMITMENTS													♦							
TOTAL COMMITMENTS & EXPENDITURES													♦							
REMARKS:																				

*This report includes data that shall not be disclosed outside the government and shall not be duplicated, used, or disclosed, in whole or in part, for any other purpose than to evaluate this report. This restriction does not limit the government's right to use information contained in this data if it is obtained from another source.

FIGURE 1. Monthly funds & labor hour expenditure report - Continued

REPORTING PERIOD:

CONTRACT NO:
CONTRACT TYPE:
REPORT DESCRIPTION:

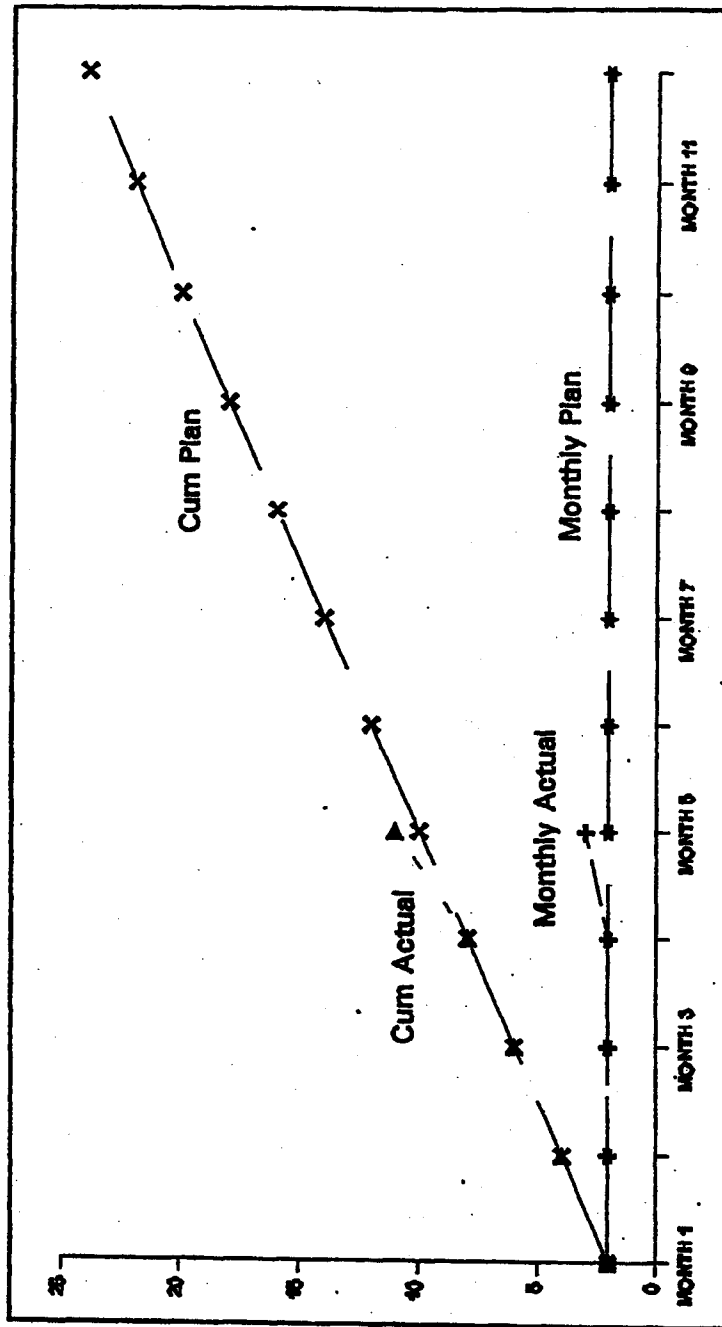


MONTHLY PLAN	10	10	10	10	10	10	10	10	10	10	10	10
CUM PLAN	10	20	30	40	50	60	70	80	90	100	110	120
MONTHLY ACTUAL	15	10	10	20	8							
CUM ACTUAL	15	25	35	55	63							
CUM FUNDING	60	60	60	60	60	60	60	60	60	60	60	60

FIGURE 2. Funds expenditure graph

REPORTING PERIOD:

CONTRACT NO:
CONTRACT TYPE:
REPORT DESCRIPTION:



MONTHLY PLAN	2	2	2	2	2	2	2	2	2	2	2
CUM PLAN	2	4	6	8	10	12	14	16	18	20	22
MONTHLY ACTUAL	2	2	2	2	3						
CUM ACTUAL	2	4	6	8	11						

FIGURE 3. Hours expenditure graph

CDRL A00A – BURDEN AND UNBURDENED LABOR RATE REPORT

Data shall include:

- Contractor name and Report Date
- Contract Number, CDRL Number

Burdened labor data shall include:

For each prime contractor category of labor:

- Job category
- Average rate for each category of labor

For each subcontractor category of labor:

- Job category
- Average rate for each category of labor

Unburdened labor data (for each prime contractor category of labor) shall include:

- Job category
- Average unburdened rate for each category of labor

CONTRACT DATA REQUIREMENTS LIST

(1 Data Item)

Form Approved

OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing existing information, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of collection of information, including suggestions for reducing the burden to Washington Headquarters Service, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Send completed Form to the

X. CONTRACT LINE ITEM NO. B. BOMBIT C. CATEGORY

F

TDP

TM

OTHER

FNCL

D. SYSTEM /ITEM

STARS

E. CONTRACT/PR NO.

F. CONTRACTOR

1. DATA ITEM NO.

A00B

2. TITLE OF DATA ITEM

FUNDS & LABOR HOURS EXPENDITURE REPORT

3. SUBTITLE

Indirect Expense Report

4. AUTHORITY (Data Acquisition Document No.)

DI-FNCL-81537

5. CONTRACT REFERENCE

SOW para 3.11.1.10

6. REQUIRING OFFICE

NAWCWD

721000D

7. DD 250 RBQ

LT

9. DIST STATEMENT

REQUIRED

10. FREQUENCY

MTHLY

12. DATE OF FIRST SUBMISSION

See Blk 16

14. DISTRIBUTION

8. APP CODE

N/A

See Blk 16

11. AS OF DATE

See Blk 16

13. DATE OF SUBSEQUENT

SUBMISSION

See Blk 16

a. ADDRESSEE

b. COPIES

Draft

Reg

Final

Repro

See Blk 16

0

1

0

16. REMARKS

Blk 4: Tailor DID as follows: Other formats may be used subject to NAWCWD approval. Replace Blk 10 of the DID with the attached listing.

Blk 9: Distribution Statement B. Distribution authorized to US Government agencies only: Proprietary Information; 30 Aug 95. Other requests for this document shall be referred to NAWCWD, Code 721000D, China Lake, CA 93555-6100.

Blk 11: Data shall be current to the end of the month being reported.

Blk 12: To be made available no later than 5 working days following the first month.

Blk 13: To be made available no later than 5 working days following the end of each month.

Blk 14: Data shall be made available to the Government via access to password-protected internet web pages on the Contractor's web site. The Contractor shall maintain and make similarly available historical past reports submitted by the Contractor. NAWCWD Codes 210000D and 721000D shall be advised of report availability via e-mail message.

15. TOTAL

0

1

0

G. PREPARED BY

NAWCWD, CODE 721000D
CHINA LAKE, CA 93555-6001

H. DATE

10 Jan 2002

I. APPROVED BY

CHAIRPERSON, DRRB

J. DATE

10 Jan 2002

17. Price Group

18. Estimated
Total Price

DATA ITEM DESCRIPTION

Form Approved
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503.

1. TITLE

FUNDS & LABOR HOUR EXPENDITURE REPORT

2. IDENTIFICATION NUMBER

DI-FNCL-81537

3. DESCRIPTION/PURPOSE

3.1 This report provides Government visibility into contractor direct and indirect expenditures under Research & Development and Services contracts. It tracks both planned and actual expenditures and labor hours against baseline values, and provides estimates at completion.

4. APPROVAL DATE
(YYMMDD)
970313

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)
BMDO/POC

6a. DTIC APPLICABLE

6b. GDEP APPLICABLE

7. APPLICATION/INTERRELATIONSHIP

7.1 This DID contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

7.2 This DID is applicable to time and material, research and development and other contracts where use of Cost Performance Reporting (CPR) or Cost/Schedule Status Reporting (C/SSR) is not appropriate and as an alternative to DI-FNCL-80331, Funds and Man-Hour Expenditure Report. It is not applicable to fixed-price contracts. It is acquired on a periodic (normally monthly) basis.

7.3 It is not intended that all the requirements contained herein should be applied to every contract or program phase. Portions of this DID are subject to deletion tailoring depending on the management requirements of the solicitation/contract in which it is applied.

8. APPROVAL LIMITATION

8a. APPLICABLE FORMS

8b. AMSC NUMBER
D7248

10. PREPARATION INSTRUCTIONS

10.1 General. The Funds & Labor Hour Expenditure Report shall contain the following data:

a. A tabular listing of contract baseline values, along with actual labor hours and expenditures inclusive of the reporting period compared to the latest negotiated change, including estimate at completion.

b. A graphical plot of actual expenditures versus planned dollars projected to completion along with a plot of current funding.

c. A graphical plot of actual labor hours versus planned labor hours projected to completion.

10.2 Scope. Data identified under 10.1 shall be provided for the following reporting units, to the extent applicable to the contract:

a. Total contract.

b. Period Of Performance (POP), base period and options.

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

Block 7, Application/Interrelationship (Continued)

7.4 This DID is related to DI-MGMT-80507A, Project Planning Chart (other than fixed price contracts), DI-FNCL-80003, Man-hours Expenditure Chart, and DI-FNCL-80331, Funds and Man-hour Expenditure Report.

Block 10, Preparation Instructions (Continued)

10.2 Scope. (Continued)

- c. Contract Line Item Numbers (CLINs) associated with applicable POP.
- d. Task Orders/ Delivery Orders (TOs/DOs) associated with applicable CLINs.

10.3 Format and Content. Each detailed report shall contain the following:

10.3.1 Monthly Funds & Labor Hour Expenditure Report. This chart shall contain the following data elements (see Figure 1):

a. The table heading on the left side shall include contract number, latest executed modifications, contract type (cost and fee arrangements, CPFF, CPAF, etc.), report description (Contract Summary, Option 1, CLIN, etc.). The table heading on the right side shall include preparation date, reporting period, POP, and funding.

b. The elements shall contain a breakdown by the following categories: Direct Labor Hours, Total Labor (Unburdened \$), Other Direct Costs (ODCs)(\$), Total Indirect Costs (\$), Overall Cost (\$), and Fee (\$)

Line 1, Direct Labor, shall identify direct labor hours (as awarded or later modified) for both Prime Contractor and Subcontractor:

- For Level of Effort (LOE) type contracts, by the labor categories negotiated in the contract.
- For completion type contracts, by total labor hours.

Line 2, Total Labor (unburdened), shall provide a subtotal of Direct (unburdened) Labor Dollars for the Prime Contractor.

Line 3, Other Direct Costs, shall identify ODCs for the prime contractor:

- For LOE type contracts, by facilities (rent, equipment, etc.), travel (including subsistence and other allowable costs related to travel) and any minor categories listed in "other," and resulting total ODCs.
- For completion type contracts, by total ODCs.

Line 4, Total Indirect Costs, shall identify the Prime Contractor's Total Indirect Cost amount.

Line 5, Overall Cost, shall provide Overall Cost for the Prime Contractor and Subcontractors.

(Continued on Page 3)

Block 10, Preparation Instructions (Continued)

10.3.1 Monthly Funds & Labor Hour Expenditure Report. (Continued)

Line 6, Fee, shall provide the Fee amount for the Prime Contractor. Cost Plus Fee amount shall be identified.

Open/Outstanding Commitments (the estimated dollar obligations, excluding accrued expenditures, to vendors or subcontractors including any termination liability) shall be identified, and amount plus commitments shall be provided.

c. Column "A" shall be labeled Current Contract Baseline. This column shall contain a total summary of the latest negotiated contract up to and including the fully executed modification identified in the table heading. Column "A1" shall contain all data for the Prime Contractor. Column "A2" shall contain all data for the Subcontractors. Column "A3" shall contain the combined total data for both the Prime Contractor and the Subcontractors.

d. Column "B" is applicable only to contracts with a requirement for task/delivery orders and shall be labeled Task/ Delivery Order Authorized. This column shall contain a total summary of the latest authorized task/delivery orders.

e. Column "C" shall be labeled Reporting Period Expenditures. This column shall contain a total summary of expenditure data for the current reporting period. Expenditures are recorded costs as defined within FAR Clause 52.215-7, Allowable Cost and Payment, plus the estimated fee earned. Such costs include: (1) actual payments for services or items purchased directly for the contract, and (2) costs incurred, but not necessarily paid, for direct labor, direct travel, other direct costs, and allocated indirect costs.

f. Column "D" shall be labeled Cumulative Expenditures to Date. This column shall contain a total summary of expenditure data from inception through the current reporting period. Expenditures are recorded costs as defined within FAR Clause 52.215-7, Allowable Cost and Payment, plus the estimated fee earned. Such costs include: (1) actual payments for services or items purchased directly for the contract, and (2) costs incurred, but not necessarily paid, for direct labor, direct travel, other direct costs, and allocated indirect costs. Cumulative expenditures that result in a variance of ± 10 percent of the Cumulative Planned in both of the graphs shall be explained in the "Remarks" section.

g. Column "E" shall be labeled Estimate at Completion. This column shall contain an estimate of the final total cost at completion of the work effort. Estimates that vary from section 10.3.1.c, Current Contract Baseline, by ± 10 percent shall be explained in the "Remarks" section.

10.3.2 Funds Expenditure Graph. A funds expenditure graph shall be included. The graph shall portray, on a monthly basis, the planned versus actual dollar expenditures (including fee, except for CPAF contracts) along with funding for the applicable report. The graph shall include a corresponding table of figures, specifying period and cumulative data for planned and actual expenditures, and funding (see Figure 2).

10.3.3 Hours Expenditure Graph. A labor hour graph shall be included. The graph shall portray, on a monthly basis, the planned versus actual total labor hours for the applicable work. The graph shall include a corresponding table of figures specifying period and cumulative data for planned and actual labor hours (see Figure 3).

PROPRIETARY INFORMATION*

CONTRACT NO. CONTRACT TYPE: REPORT DESCRIPTION:	THRU MOD:	MONTHLY FUNDS & LABOR RATE EXPENDITURE REPORT										REPORTING PERIOD FROM: THRU THRU			PREPARATION DATE:		
		CURRENT CONTRACT BASELINE			TASK/DELIVERY ORDER AUTHORIZED (IF APPLICABLE)			REPORTING PERIOD EXPENDITURES				CUMULATIVE EXPENDITURES TO DATE			ESTIMATE AT COMPLETION		
		A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3	E1	E2	E3	
		PRIME	SUBS	TTL	PRIME	SUBS	TTL	PRIME	SUBS	TTL	PRIME	SUBS	TTL	PRIME	SUBS	TTL	
1. DIRECT LABOR (HRS)																	
PROGRAM MANAGER																	
PRINCIPAL ENGINEER																	
SENIOR ENGINEER																	
SENIOR ANALYST																	
ENGINEER																	
ANALYST																	
ASSOCIATE ENGINEER																	
ASSOCIATE ANALYST																	
ADMINISTRATIVE																	
OTHER																	
TOTAL LABOR (HOURS)																	
2. TOTAL LABOR																	

FIGURE 1. Monthly funds & labor hour expenditure report.

	A				B				C				D				E			
	CURRENT CONTRACT BASELINE				TASK/DELIVERY ORDER AUTHORIZED (IF APPLICABLE)				REPORTING PERIOD EXPENDITURES				CUMULATIVE EXPENDITURES TO DATE				ESTIMATE AT COMPLETION			
	A1	A2	A3		B1	B2	B3		C1	C2	C3		D1	D2	D3		E1	E2	E3	
3. OTHER DIRECT COSTS (ODCs)	PRIME	SUBS	TTL		PRIME	SUBS	TTL		PRIME	SUBS	TTL		PRIME	SUBS	TTL		PRIME	SUBS	TTL	
	♦				♦				♦				♦				♦			
FACILITIES	♦				♦				♦				♦				♦			
TRAVEL	♦				♦				♦				♦				♦			
OTHER	♦				♦				♦				♦				♦			
4. TOTAL INDIRECT COSTS	♦				♦				♦				♦				♦			
5. OVERALL COSTS	♦	♦	♦		♦	♦	♦		♦	♦	♦		♦	♦	♦		♦	♦	♦	
6. FEE			♦				♦				♦				♦				♦	
COST PLUS FEE			♦				♦				♦				♦				♦	
OPEN/OUTSTANDING COMMITMENTS													♦							
TOTAL COMMITMENTS & EXPENDITURES															♦					
REMARKS:																				

*This report includes data that shall not be disclosed outside the government and shall not be duplicated, used, or disclosed, in whole or in part, for any other purpose than to evaluate this report. This restriction does not limit the government's right to use information contained in this data if it is obtained from another source.

FIGURE 1. Monthly funds & labor hour expenditure report - Continued

CONTRACT NO:
CONTRACT TYPE:
REPORT DESCRIPTION:

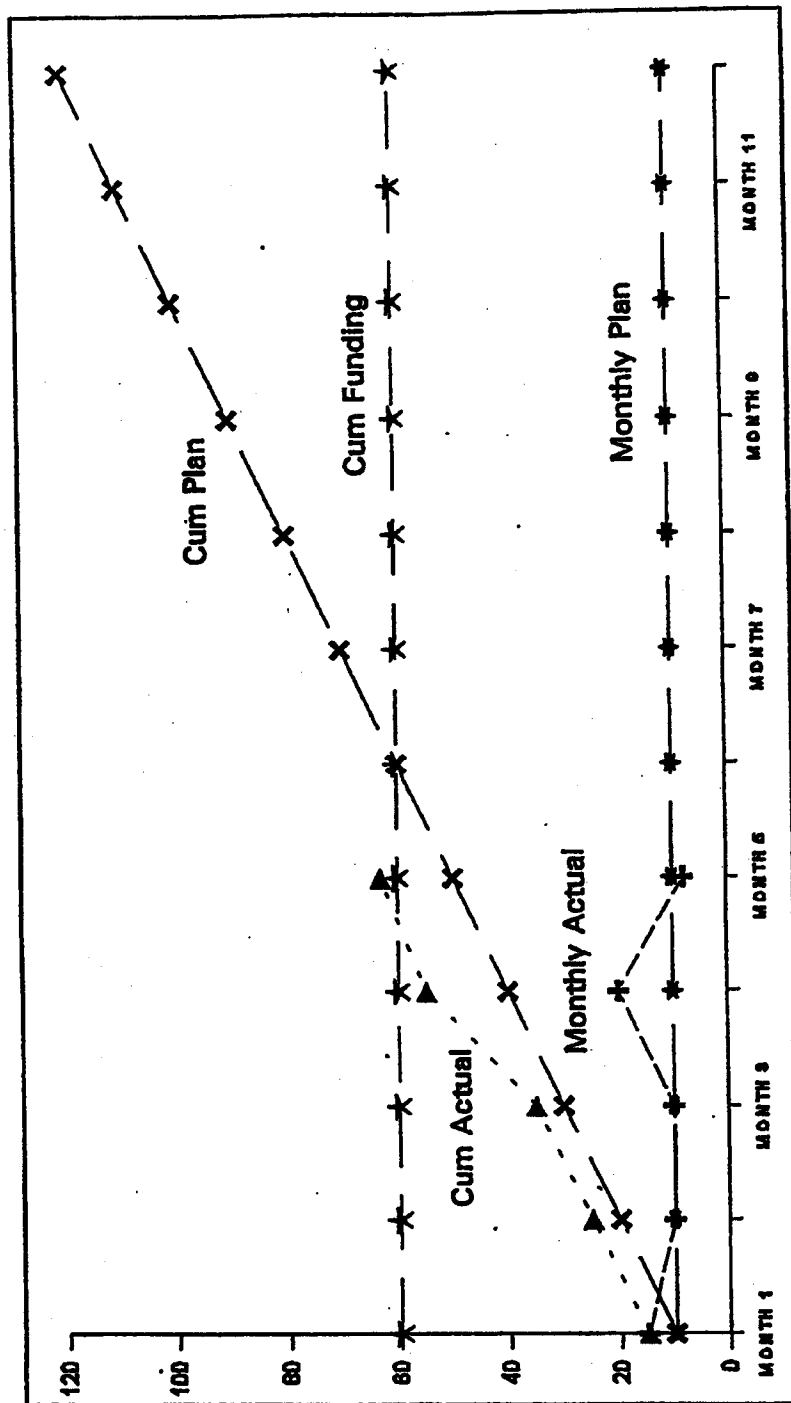
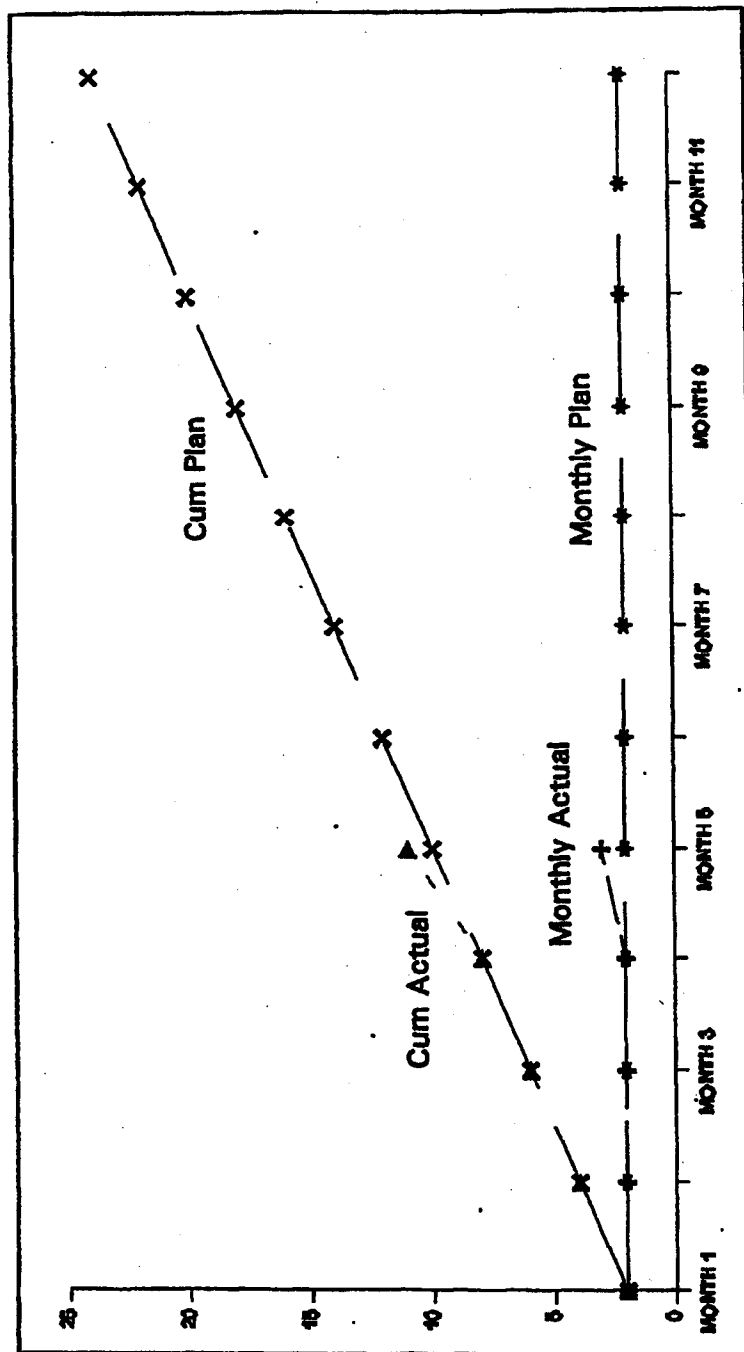
[illegible]

FIGURE 2. Funds expenditure graph

REPORTING PERIOD:

CONTRACT NO:
CONTRACT TYPE:
REPORT DESCRIPTION:



MONTHLY PLAN	2	2	2	2	2	2	2	2	2	2	2
CUM PLAN	2	4	6	8	10	12	14	16	18	20	22
MONTHLY ACTUAL	2	2	2	2	2	2	2	2	2	2	2
CUM ACTUAL	2	4	6	8	10	12	14	16	18	20	22

FIGURE 3. Hours expenditure graph

CDRL A00B - INDIRECT EXPENSE REPORT

The estimated level of effort for this contract is for direct labor only. The Contractor shall therefore institute and maintain an automated cost accounting system that records and reports labor expenditures as being either direct or indirect. Such indirect labor costs as attributed to any supervisors, receptionists, couriers, reproduction, unassigned personnel and the like shall be either absorbed in overhead or shown as other direct costs, whichever method is consistent with the Contractor's accounting system. Management functions will not be charged to direct unless a manager is working in a technical capacity on an individual task order. Change to such indirect hours as supervisors to direct hours will not be accomplished without the specific written authorization of the Contracting Officer and the written concurrence of the responsible DCAA Representative.

Data shall include:

- Contractor name and report date.
- Contract number, CDRL number.
- Total actual wrap rate* for the period.
- Total budgeted wrap rate for the period.
- Delta of actual versus budgeted for the period.
- Cumulative totals year to date showing actual, budgeted, and delta of actual versus budgeted wrap rates.

For each element of indirect expense:

- Actual expense for the period.
- Budgeted expense for the period.
- Delta of actual versus budgeted expense for the period.
- Annual budgeted totals.
- Cumulative totals year to date showing actual, budgeted, and delta of actual versus budgeted expenses.

*Wrap rate = Total indirect cost (expressed as a percentage) that is applied to an unburdened direct labor rate resulting in a burdened direct labor rate.

(1 Data Item)

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of collection of information, including suggestions for reducing the burden to Washington Headquarters Service, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Send completed form to the

A. CONTRACT LINE ITEM NO.	B. EXHIBIT	C. CATEGORY

17. Price Group
18. Estimated Total Price

DATA ITEM DESCRIPTION

Title: TECHNICAL REPORT - STUDY/SERVICES

Number: DI-MISC-80508A

Approval Date: 7 November 2000

Office of Primary Responsibility: G/TS-ALS

GIDEP Applicable: No

Applicable Forms: No

AMSC Number: G7408

DTIC Applicable: Defense Technical Information Center (DTIC), 8725 John J. Kingman Rd.,
Ste. 0944, Ft. Belvoir, VA 22060-6218

Use/Relationship

A technical report provides fully documented results of studies or analyses performed. This data item description contains the format and content instructions for the data product generated by the specific and discrete task requirement as delineated in the contract.

This DID supersede DI-MISC-80508.

Requirements:

1. Format.

- (a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink.
- (b) Text shall be prepared on standard letter size paper (8 1/2" x 11").
- (c) When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report.
- (d) Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable.

2. Content.

- (a) Title Page - Identifies the report by providing contract number, project name or purchase description title, task number, and reporting period.
- (b) Table of Contents
- (c) Section I - Includes the following:
 - (1) Introduction
 - (2) Summary - A brief statement of results obtained from the analytic effort.
 - (3) Conclusions and their condensed technical substantiation's.
- (d) Section II - A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.

CDRL A00C - RELOCATION REPORT

In order for relocation expense to be considered for reimbursement, a request must be approved in advance by both the Contracting Officer's Representative (COR) and the Ordering Officer (OO).

Data shall include:

- Contract number
- Contractor name and request date
- Identification of the task order(s) to be supported by the prospective employee
- Identification of the specific skills required by the task order which will be satisfied by the prospective employee
- Description of the contractor's search efforts, specifically addressing efforts to hire the required skills locally
- Location from which the prospective employee will be moving
- Detailed breakdown of all estimated relocation expenses
- Total of estimated relocation expense
- Employee Qualification Statement in accordance with CDRL A009